

# KY MPPA and KOG Onboarding Tip Sheet

In order to obtain KY MPPA access, one must first have a Kentucky Online Gateway (KOG) account linked to your email. Follow the steps below to gain access to your Partner Portal

**Step 1** - Did you receive a KY MPPA email invitation?

- **If yes**, click on the link in your invitation. Go to Step 2
- **If no** - Go to Step 3

**Step 2** - Do you have a KOG account set up with your invitation email address?

- Yes - Go to Step 7
- No - Go to Step 5

**Step 3**

- Click this link to go to **Partner Portal** Home Page (see link below)
- Click "Let's Get Started"
- Go to Step 4

**Step 4** - Do you have a KOG account set up with your business email address?

- Yes - Go to Step 7
- No - Go to Step 5

**Step 5**

- Click on **Create an Account**
- Enter the required information on the KOG Profile Screen

**Step 6**

- Verify your KOG Account
- Access your email and click on the **Account Verification** link
- When re-directed to the Validate New Account screen, answer the two security questions
- Click on Verify Account

**Step 7**

- Log-in to your KOG account
- Enter your Username and Password to access your KOG account

**Step 8**

- Complete Identify Proofing
- Verify your identity by answering the provided questions
- If identity proofing fails - reach out to the KY MPPA Contact Center (before proceeding): 877-838-5085 (Ext. 1)

**Step 9**

- Access KY MPPA by selecting **Launch** on the Partner Portal Tile

**CAs cannot set-up accounts for Providers**